

**National Occupational Safety, Health and
Environmental Compliance Committee (OSHECCOM) Meeting Minutes
March 25, 1999**

Donald Parker	Memphis	905-324-3146
Kevin Conrad	PASS - Indianapolis	901-324-6093
Jim Parris	NAATS - ATX Liaison	202-267-8028
Scott Schoonover	AFS-130	202-267-7417
J. L. Cole	NATCA, Executive Director	202-223-2900
Mike Blake	NATCA, New England	603-673-7443
Tom Holloway	AEE-200	202-267-8114
Deborah Johnson	ANS-2	202-267-3424
Louise Maillett	API-1	202-267-3927
Peggy Gilligan	AVR-2	202-267-3131
Irish Flynn	ACS-1	202-267-9863
Steve Schwendeman	AAM-700	405-954-3412
Jeanne Kosch	AEE-200	202-267-9719
Cheryl Peterson	AGC-620	202-267-7842
Anne Harlan	ACT-1	609-485-6641
John Hudy	NATCA, Engineers, AEA	412-269-9959 x 239
Don Wiener	Liberty SMO	516-228-4050
Fred Fatteruso	AEA-475	718-977-6680
Tony Becker	RPMES, AEA-475	718-977-6686
Frank Lanzetta	AEE-200	202-267-3997
Michael Thomas	AEE-200	202-493-4292
Maryanne Solak	AHL-100	202-267-9020
Vicky Hershisier	AEE-200	202-267-8425
Mary Wingard	ATX-500	202-493-4301
Bob Chalfant	ANS-500	202-267-3072
Suzanne Pellosmaa	NAATS	609-625-4293
Donald Oliveria	NATCA	607-729-6145
Maryanne Solak	AHL-100	202-267-9020
Holly Woodruff	AGC-620	202-267-3590
Bobby Vazquez	AEE-200	202-267-3993

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The National OSHECCOM meeting was held at FAA headquarters, Washington, DC, on March 25, 1999. The meeting was called to order by Louise Maillett, OSHECCOM Chair.

OPENING COMMENTS

Ms. Maillett's opening comments focused on a recap of the history of OSHECCOM for the benefit of the new committee members. She reported that OSHECCOM has been meeting for quite a while and that regional/field/headquarters' OSHECCOMs are being formed. Regional/field/national OSHECCOMs have been struggling to set-up an effective system. Past OSHECCOM activity has focused on OSHA compliance. The national committee should oversee the program and concentrate on broad agency issues. The goal of OSHECCOM is to provide effective management tools and guidance for a safe work environment and to reduce injuries throughout the FAA. A significant national OSHECCOM activity during the past year was to identify funding needs and present an overview of agency OSH&E needs to Congress as part of the budget process. With a combined commitment from both management and the unions the committee will become a valuable source of communication in resolving issues concerning occupational safety, health, and environmental concerns for the entire FAA.

SAFETY MANAGEMENT INFORMATION SYSTEM (SMIS)

Michael Thomas reviewed the background of this project, and updated the committee on its status. Various regulations and executive orders drive the need to implement this system, including a requirement for the agency to report occupational fatalities to OSHA within 48 hours. SMIS will also provide supervisors with considerably more data on the cause and cost of occupational injuries and illnesses so that the OSH program can be better managed. Information to date indicates that FAA workers' compensation costs per case are approximately 200% of the national average (\$1,600 versus \$800). The program is targeted for implementation at all sites by July 1999. Initial efforts will concentrate on backloading old data and inputting new cases as they occur. AEE staff is available to assist in start-up.

SMIS will be a valuable tool to assist regions and centers in preparing required documents such as the OSHA 200 form. Training needs and possible solutions could be further identified from SMIS data which pinpoints the cause of accidents. In addition, causes and trends of prior accidents will provide valuable information to help build safety into future equipment acquisition.

During the discussion, it was pointed out that financial chargebacks to LOBs for their losses could be one way to heighten awareness and focus management attention on OSH issues. Medical case management of claims is an effective way to control overall cost and to reduce lost time.

ACTION ITEM: Michael Thomas will summarize Workers compensation loss data and trends for submission to the information package for the next National OSHECCOM meeting. Committee members should contact Mr. Thomas with suggestions for information to be contained in the summary report.

POLLUTION PREVENTION (P2)

Frank Lanzetta presented an overview of the FAA pollution prevention (P2) program. Various regulations, executive orders, and FAA orders drive the need for P2. A major thrust of this program is eliminating and/or reducing hazardous waste usage and sources. In many cases, simple substitution of materials (e.g., latex paint for oil based paint) can significantly reduce or eliminate the problem. AEE has developed a product substitution guide to aid FAA organization in this effort. The GSA catalog could also be used to identify substitution candidates.

A FAA P2 policy is being drafted. Mr. Lanzetta recommended that OSHECCOM endorse this policy. By reducing and/or eliminating hazardous chemicals, P2 enhances worker safety and reduces agency liability related to pollution issues. In addition, the need for personal protective equipment usage will be reduced.

An important aspect of P2 is to assure that appropriate requirements are built into the product acquisition and development process, and that contractors adhere to agency requirements. ANS and ASY are working to include requirements in AMS, but the effort will require some additional time.

OFFICIAL TIME FOR NATIONAL OSHECCOM, VICE-CHAIR

Mike Blake presented labor's perspective on the role and time requirement for the National OSHECCOM's vice chair. He emphasized that proactive OSH management is essential to establish an effective program. Also, information exchange and communication between all organizations and LOBs is needed.

Labor foresees the need for assistance from subject matter experts in addition to the vice chair's time. This individual would work with AEE in preparing OSHECCOM material. The anticipated time requirement is approximately 80 hours for each OSHECCOM meeting. AEE anticipates that much less time would be required of the vice chair, and any subject matter expert, as AEE staff does the bulk of the work. Considerable discussion ensued on potential duties of the vice chair and necessary time requirements. Some labor representatives felt that sufficient time had been spent in previous OSHECCOM meetings to delineate vice chair responsibilities and that an election should be held now with time requirements negotiated later. There was also sentiment to defer the election to the next meeting to permit new OSHECCOM members to review vice chair responsibilities and determine who they might nominate. Consensus was reached that deferral was the best approach.

There was discussion on the timing of the election for the chair position, and concern that this might occur too quickly after the vice chair election. Ms. Maillett commented that she was concerned about continuity in committee leadership. Although she has been in the chair position for a long time, Ms. Maillett was agreeable to remaining in the position for a while to permit the vice chair to become familiar with committee issues.

ACTION ITEM: Labor organizations are to contact Ms. Maillett by April 8 (within two weeks of the meeting) with their nominees for the vice chair position. Candidates will then be circulated to committee members and an election held at the next committee meeting.

FUTURE MEETING

The next meeting has been set for FAA Headquarters on July 15, 1999. Suggested agenda items are to be sent to Bobby Vazquez.

CONCLUDING COMMENTS

It was explained that this meeting was the shortest scheduled to date since the bulk of the agenda involved familiarization of new members with prior committee issues. Future meetings will have longer time frames scheduled to permit more discussion and action on issues. The committee was also advised that considerable work was done off-line and that meetings are intended to share information and act on recommendations.

HANDOUTS

All presentations and additional support material were contained in the meeting manual "Work with Care," which was provided to all attendees.

SUMMARY OF ACTION ITEMS

1. Michael Thomas will summarize workers compensation loss data and trends for presentation at the next National OSHECCOM meeting. Committee members should contact Mr. Thomas with suggestions for information to be contained in the summary report.
2. Labor organizations are to contact Ms. Maillett by April 8 (within two weeks of the meeting) with their nominees for the vice chair position. Candidates will then be circulated to committee members and an election held at the next committee meeting.
3. Frank Lanzetta will distribute a draft P2 policy statement for OSHECCOM review and endorsement (see below). Committee members should provide comments by June 15, 1999.

P2 POLICY STATEMENT - The FAA is committed to excellence and leadership in protecting the environment. In keeping with this policy, our objective is to reduce waste and emissions. The FAA strives to minimize adverse impact on the air, water, and land through pollution prevention and energy conservation. By successfully preventing pollution at its source, we can achieve cost savings, increase operational efficiencies, improve the quality of our products and services, maintain a safe and healthy workplace for our employees, and improve the environment. The FAA's environmental guidelines include the following:

- Environmental protection is valued and is everyone's responsibility.
- Pollution prevention and energy conservation will be incorporated in the design of all new products and services.
- Preventing pollution by reducing and eliminating the generation of waste and emissions at the source is a prime consideration in research, process design, and operations. The FAA is committed to identifying and implementing pollution prevention opportunities through encouraging and involving all employees.
- Technologies and methods that substitute non-hazardous materials and utilize other source reduction approaches will be given top priority in addressing all environmental issues.
- The FAA seeks to demonstrate its responsible corporate citizenship by adhering to all environmental regulations. It promotes cooperation and coordination between the lines of business, industry, and the public toward the shared goal of preventing pollution at its source.